



AARA APPLICATION

Version 3 - Sept 2019

Name of student & Date of birth	Subject which you are applying for AARA	Date of application
Unit (Please circle) 1 2 3 4	Assessment Type (Please circle) Exam Assignment Presentation	Assessment Due Date

AARA minimises barriers for eligible students to demonstrate learning, knowledge and skills in assessment. **Access arrangements** are actions taken by the school so that a student with an eligible impairment that may not be covered by the definition of disability can access assessment. The Disability Standards for Education 2005 provides schools with guidance on making **reasonable adjustments**. To comply with the Standards, schools must consult with the student and parent / carer as part of the process to personalise learning, along with regular reviews to change or withdraw adjustments where necessary.

AARA is individualised and based on the functional impact of the condition for which applied for. The process is:

1. Application made by parents / carers on behalf of the student.
2. Consult with students / parents / carers.
3. Consult with teachers about subject and instrument specific adjustments
4. Gather evidence of the condition / illness / disability / difficulty.
5. Negotiate appropriate arrangements and / or adjustments.
6. Report and / or apply to the QCAA
7. Enact access arrangements and / or reasonable adjustments.

ELIGIBLE CIRCUMSTANCES FOR AARA (Please tick)

<input type="checkbox"/> Medical	<input type="checkbox"/> Physical (including illness or injury)	<input type="checkbox"/> Cognitive
<input type="checkbox"/> Social / Emotional	<input type="checkbox"/> Planned absence (Letter should be addressed to the College Principal for approval)	<input type="checkbox"/> Sensory
Is this barrier; <input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary (including illness or injury)	<input type="checkbox"/> Intermittent

DETAILS OF IMPACT ON LEARNING AND / OR ASSESSMENT

Attach documentation from Medical Professional / EAP

Medical Professionals include Paediatrician, Psychologist, Occupational Therapist and Educational Psychologist. Refer to the document *AARA – Guidelines at STMC* for further clarification of the AARA definitions

Documentary evidence attached Yes / No Documents;

Ineligibility

Students are not eligible for AARA on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

STUDENT STATEMENT

Confidential student statement - must be completed as part of an application for AARA. The information provided needs to be current and relate to the relevant assessment period. Student and parent signature required on this statement.

1. Provide a brief history of your disability, impairment and / or medical condition, including symptoms.

2. Comment on how the disability, impairment and / or medical condition affects your daily functioning in the classroom.

3. Describe how the disability, impairment and / or medical condition is a barrier to your access to the assessment and / or to your ability to communicate a response to assessment.

4. What kind of arrangements help you to be able to complete assessment, eg. Extra time, rest breaks, assistive technology?

Parent signature _____ Date _____

Student signature _____ Date _____

STATEMENT OF SUPPORT (STAFF)

Confidential school statement – must be submitted with all applications for QCAA-approved AARA.

- 1. Comment on how the student’s disability, impairment and / or medical condition affects their daily functioning in the classroom.**

- 2. Describe how the disability, impairment and / or medical condition is a barrier to the student’s access to the assessment and / or to the student’s ability to communicate a response to assessment.**

- 3. What kind of arrangements has the student used previously at school that help them to be able to complete timed assessment?**

Name	Role
Signature	Date
Principal delegate signature	Date

NEGOTIATED AARA TO BE APPLIED TO THE ASSESSMENT PIECE

Important note: - Please view 'AARA Guidelines for STMC' for AARA applications and the required supporting documentation. The list of possible AARA examples is not exhaustive and depends on a student's individual circumstances.

Eligibility category	Suggested AARA	Supporting documentation	Currency of supporting documentation for AARA applications
Negotiated due date (if applicable):	Signature of Class teacher / Date:	Signature of Curriculum Leader / Date:	
Completed by Assistant Principal		Signature of Assistant Principal / Date:	
Extension Approved		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Important notes Principal reported (Units 1 and 2), QCAA reported (Units 3 and 4).

Important note 1, Principal - reported AARA	Important note 2, QCAA - approved AARA (application may also include notification of Principal-reported AARA)
For each student, the school submits notifications of principal – reported AARA, via the QCAA Portal	For each student, the school submits an application including supporting documentation, via the QCAA Portal, by the date specified in the SEP Calendar.
School retains supporting documentation.	The QCAA communicates decisions to schools via the QCAA Portal.
Submission Dates	
For alternative format papers – by end of February of the Formative Year (Units 1 and 2)	For alternative format papers – by end of February of the Summative Year (Units 3 and 4)
Submission for Long Term or Chronic Conditions - Due by end of Term 1, of Formative Year (Units 1 and 2).	Submission for Long Term or Chronic Conditions - Due by end of Term 1, of Summative Year (Units 3 and 4).
Submission for Short Term or Temporary Conditions – Finalised and submitted by end of Week 5 Term 3, in the Formative Year.	Submission for Short Term or Temporary Conditions – Finalised and submitted by end of Week 5 Term 3, in the Summative Year.
Principal Reports – AARA only, notification is due prior to the relevant confirmation event (by end of Term 3 in the assessment year).	Principal Reports – AARA only, notification is due prior to the relevant confirmation event (by end of Term 3 in the assessment year).